

CAREER FACT SHEET

Practice Managers

Snapshot

Practice Managers organise and control the functions and resources of professional practices such as administrative systems and practice personnel.

How many are employed in this occupation?	27,900
What are the average weekly earnings for full time workers?	\$1,520
How does unemployment compare with other occupations?	Below Average
What are the job prospects for this occupation?	Medium
What will be the likely future employment growth for the next five years?	Strong Growth

Main employing industries

Health Care and Social Assistance; Professional, Scientific and Technical Services; Financial and Insurance Services

Tasks

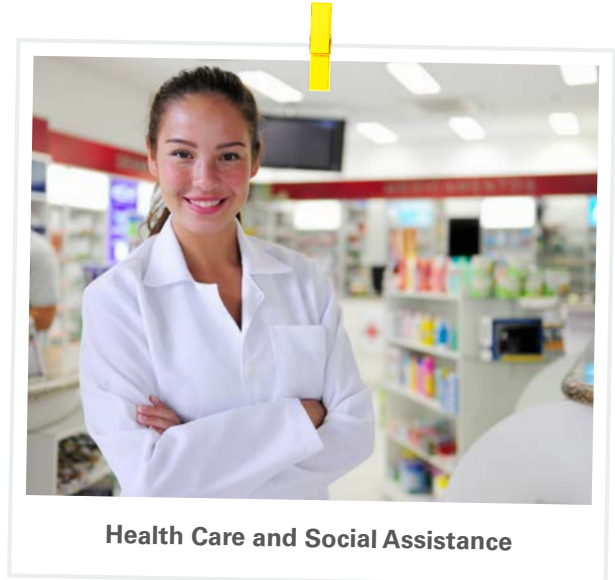
This occupation may include associated occupations with varying tasks.

- contributing to the planning and review of office services, and setting priorities and office service standards
- allocating human resources, space and equipment
- assigning work to and monitoring work performance of staff
- managing records and accounts of the practice
- liaising with professionals to coordinate practice business and to facilitate resolution of problems
- managing physical facilities and ensuring buildings and equipment are maintained
- ensuring compliance with occupational health and safety regulations
- ensuring work complies with relevant government legislation, policies and procedures
- coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision.

INDUSTRY OVERVIEW

Health Care and Social Assistance

Are you interested in helping people improve their health? Do you enjoy caring for others? Perhaps you would like to assist people experiencing a disability, or are keen to get involved in the wellness industry. If you are intrigued by these possibilities, a job in the Health Care and Social Assistance sector may be for you. The Health Care and Social Assistance industry encompasses a diversity of occupations, ranging from fields such as dental hygiene, optometry, pharmacy, disability services, mental health and aged-care, to fitness training, sports science, lifestyle coaching and nutrition. The Health Training Package offers over 75 Vocational and Training (VET) qualifications, so if you're interested in health you'll probably find an occupation and qualification to suit you! Don't forget it's possible to begin your Health Care and Social Assistance career by training for VET qualifications to start with before possibly working your way up to a University Degree. The Health Care and Social Assistance sector has experienced strong growth in the last ten years, making it one of Australia's largest employers and the growth is forecast to continue, so jobs in this industry are expected to be plentiful.



Health Care and Social Assistance

Possible job pathways

- Anaesthetists
- Ambulance Officers and Paramedics
- Chiropractors and Osteopaths
- Complementary Health Therapists
- Dental Assistants
- Dental Practitioners
- Dental Hygienists, Technicians and Therapists
- Dieticians
- Generalist Medical Practitioners
- Health Information Managers
- Indigenous Health Workers
- Internal Medicine Specialists
- Massage Therapists
- Medical Imaging Professionals
- Medical Laboratory Scientists
- Medical Technicians
- Midwives
- Nurses (Enrolled and Mothercraft Nurses)
- Nursing Managers
- Optometrists and Orthoptists
- Other Medical Practitioners
- Podiatrists
- Pharmacists
- Physiotherapists
- Practice Managers
- Psychiatrists
- Psychologists
- Nurse Educators and Researchers
- Registered Nurses
- Speech Professionals and Audiologists
- Photographic Developers and Printers
- Aged and Disabled Carers
- Counsellors
- Diversional Therapists
- Health and Welfare Services Managers
- Nursing Support and Personal Care Workers
- Occupational Therapists
- Social Workers
- Special Care Workers
- Welfare Support Workers
- Welfare, Recreation and Community Arts Workers

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